

**WASHINGTON
STATE**

UBI

**UNIFIED
BUSINESS
IDENTIFIER**

POLICIES & PROCEDURES MANUAL

September 2001

Greetings:

The UBI Operations Committee is pleased to present the revised UBI Policy and Procedure Manual.

The Unified Business Identifier program started in 1987 as part of a comprehensive effort to simplify the registration process for businesses. The five agencies involved in the streamlining effort are the Department of Revenue, the Employment Security Department, the Department of Labor and Industries, the Department of Licensing and the Corporations Divisions of the Office of the Secretary of State. Each of these agencies participated in the initial development of the program and continues their participation through representatives on various UBI boards and committees.

The UBI Management Board is composed of an assistant director or above from each of the agencies and is responsible for making policy decisions. Day to day operations of the program are developed by the Operations Committee; the Technical Committee is responsible for designing and updating computer functions; and the Marketing Committee handles communications with the public.

We hope you find this manual useful. If you have any comments or suggestions regarding the manual, please contact your agency Operations committee member.

UBI Operations Committee